



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CHIEF, PEACE OFFICER DEVELOPMENT & ADMINISTRATION	41	A	11.404

Under the direction of the Director of the Department of Motor Vehicles and Public Safety plans, organizes, and directs department-wide education and employee professional development programs for law enforcement personnel and department employees. Additionally, this position is responsible for establishing accreditation standards for all law enforcement personnel agencies.

Administers the operations of the Department's training and employee development programs; develops and implements procedures, establishes long and short range goals and objectives; supervises and directs assigned staff.

Develops and administers biennial budget to ensure programs and support activities are accomplished; ensures budget is consistent with goals and objectives; reviews budget requests submitted by program coordinators for completeness, accuracy and consistency with established goals and objectives.

Oversees employee development programs for all employee groups of the Department of Motor Vehicles and Public Safety, ensuring the optimum utilization of resources to meet departmental goals and objectives.

Maintains liaison and cooperative relationships with other state and federal agencies, local governments, elected officials, special interest groups, law enforcement officials within and outside the State of Nevada, the general public, and the media in order to exchange law enforcement related information.

Supervises staff by reviewing, analyzing, developing and implementing policies, procedures; prioritize work flow practices and establish work performance standards.

Develops, organizes, directs and supervises the Nevada Law Enforcement Peace Office's and Standards Academy which provides basic law enforcement training on a State-wide basis to State and local law enforcement agencies and/or oversees and certifies Peace Officer Training provided by other law enforcement agencies.

Develops and monitors State-wide developmental courses for law enforcement personnel in such areas as child sexual exploitation investigation, D.A.R.E., peer counseling, elder abuse and domestic violence.

Represents the Division at Departmental staff meetings, on committees, regulatory meetings, and public hearings. Establishes uniform policies and procedures on public safety training requirements.

Oversees the development of educational and informational programs to promote awareness of the laws of the State regarding Public Safety. Serves as liaison between the Division and the general public as well as public officials in order to provide information regarding public safety, including making presentations to groups, coordinating efforts on mutual concerns and/or technical assistance regarding public safety matters. Responds to complaints, inquiries, public information requests.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: A Bachelor's degree from an accredited college or university in education, criminal justice, psychology or closely related field and five years of progressively responsible professional experience in law enforcement including at least two years of managerial experience involving planning, organizing and directing education and employee professional development programs for law enforcement personnel for large State-wide programs; **OR** an equivalent combination of education and experience.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: Principles and practices of supervisory techniques; law enforcement and criminal procedures, including investigations, search and seizure, arrest, evidence, court procedures and special law enforcement equipment; methods and principles of program planning, including the techniques of conducting research, data collection, and the preparation of studies; principles and practices of effective program development, implementation and evaluation; principles of budget administration as applied to managing a professional training/licensing/regulatory program; requirements for conducting public meetings and administrative hearings. **Ability to:** Implement public safety awareness and training programs in compliance with established statutes and professional standards; establish and maintain effective working relationships with legislators, public officials, appointed committee members, governmental and law enforcement agencies and with a variety of individuals, groups and agencies; establish, prepare and present budgets, legislation, regulations and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: Nevada State personnel rules and regulations; Nevada Revised Statutes, Nevada Administrative Code and State Administrative Manual; Nevada State laws and regulations relating to Peace Officers Standards and Training including certification and de-certification of peace officers in Categories I, II, and III. **Ability to:** Analyze administrative and technical problems related to...and to develop adequate solutions or recommendations; develop goals and objectives as applied to directing Division activities on a State-wide basis interpret and apply various laws and regulations to effectively administer assigned program areas.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.404

ESTABLISHED: 2/16/96R
REVISED: 11/26/96UC